Course Overview

In the first lesson, you met our SHARP Trainer, James. He walked you through the basics of Time and Labor. You should now have an understanding of key terms, processes and roles in SHARP Time and Labor.

In this lesson, James will show you how to enroll time reporters during the hire process. You also will learn how to maintain time reporter information and set a default schedule for each employee. Finally, James will provide an overview of the Labor Distribution process that shares data from Time and Labor with the SMART Project Costing (PC) module.

IMPORTANT!: To avoid timesheet issues, movement between agencies and FLSA / Workgroup changes should occur at the beginning of the pay period and not mid pay period. When an employee is moving from your agency to another agency, it is important that all time be submitted (and approved if the employee has a Self Service type workgroup) and that all Payable Time has been approved prior to making the Job Data changes as your agency will no longer have access to the employee's Time and Labor information.

Lesson Objectives

After completing this lesson, you will be able to:

- Enroll a Time Reporter during the hiring process
- Update Time Reporter information
- Set a default schedule for an employee
- Describe the flow of project funding information from Time and Labor to Project Costing for your employees who report time to projects or grants

Lesson Topics

In this lesson you will learn about the following topics.

Topic 1: Enroll Time Reporters

Topic 2: Maintain Time Reporters

Topic 3: Set a Default Schedule

Topic 4: Labor Distribution Overview

Enrolling Time Reporters

A Time Reporter is anyone who reports time in SHARP Time and Labor through self-service, via a timekeeper or through the Time and Labor Interface. This means that every employee in your agency must be enrolled as a time reporter.

All hires /rehires and employees coming to your agency from a Regent Institution will need to be enrolled as time reporters as part of the hiring process. The hiring process is covered the **SHARP Workforce Administration and Compensation** training material which is located on the SHARP website. This lesson assumes that you already understand the hiring process.

TIP: The **Enroll Time Reporter** page is accessed using a hyperlink on the **Employment Data** page within the **Job Data** component which makes it convenient to complete enrollment at the time of hiring.

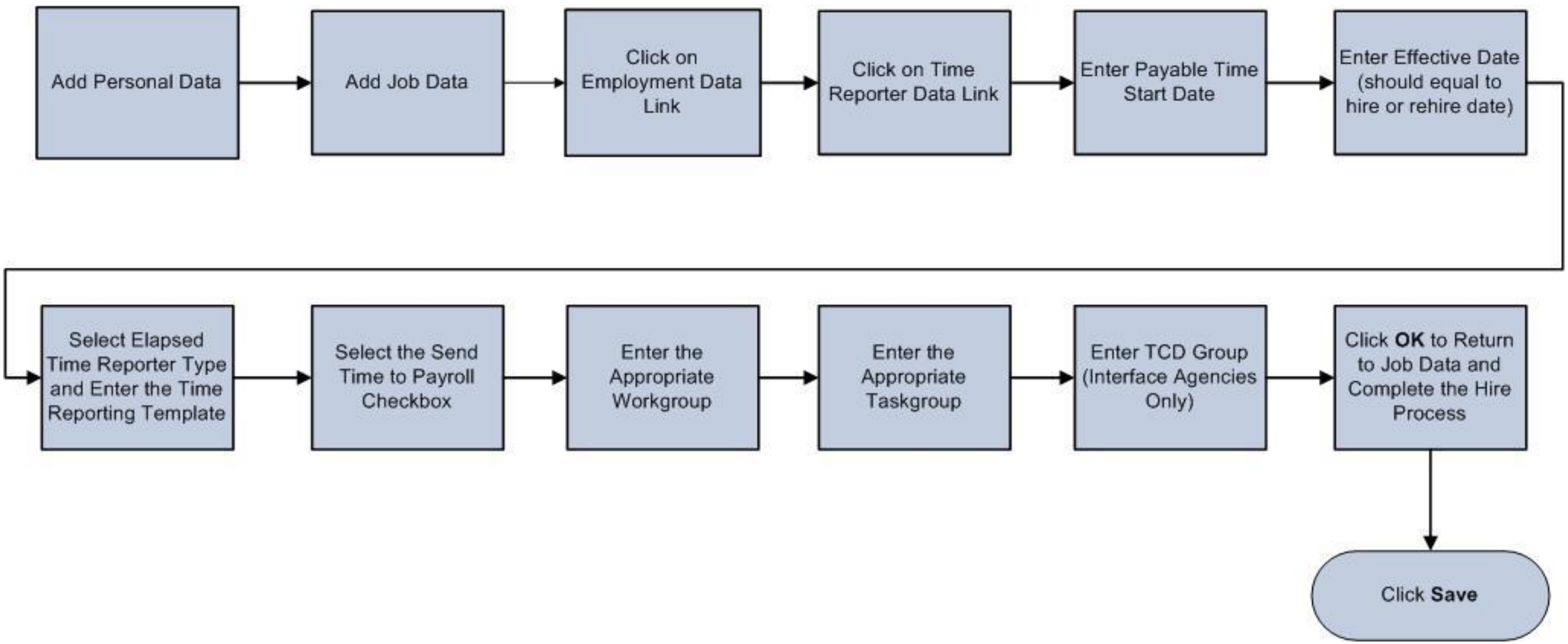
Time Reporting Templates

Time reporting templates govern the use of taskgroups and task profiles. There are five time reporting templates:

- **SOKBASIC –** Employee does not report time to a project. Funding is based on the Department Budget Table/Position Pools
- **SOKTASK –** Employee reports time to a project or grant using a taskgroup and Task Profile. Taskgroup is required on the timesheet. The Task Profile is not required.
- **SOKTASKREQ –** Employee reports time to a project or grant using a taskgroup and Task Profile. Both Taskgroup and Task Profile are required on the timesheet.
- **SOKDETAIL –** Interface agencies only
- **KBIAGENT –** Used by KBI only for KBI Agents

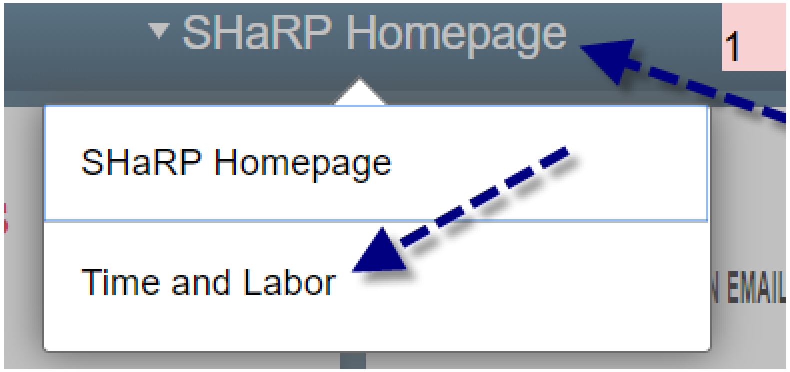
TIP: Each agency with employees reporting time to a project and/or grant determines whether to require just the taskgroup or both the taskgroup and the task profile.

Enroll Time Reporters Process



Accessing Time Reporter Data

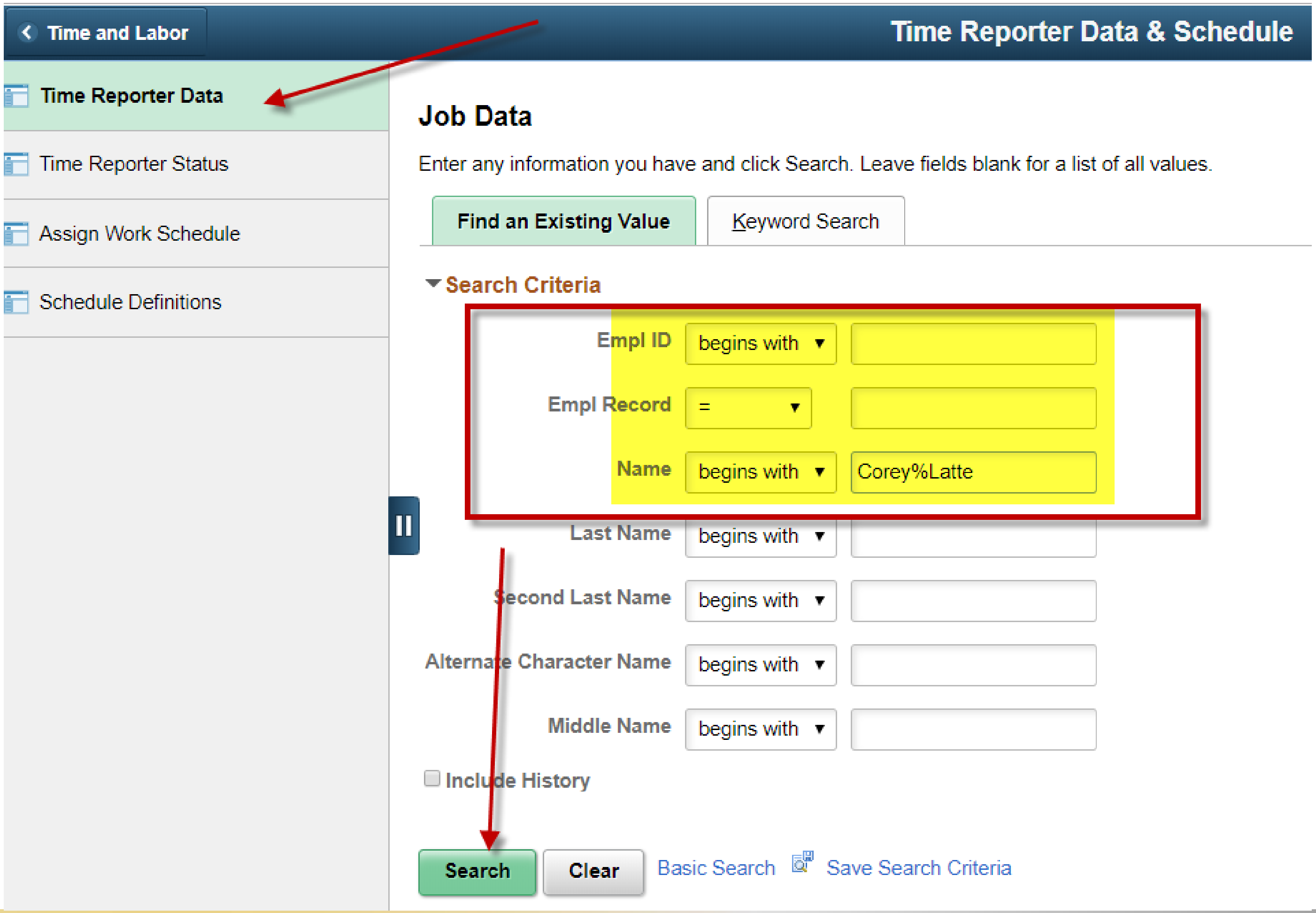
Step 1: Click the Time and Labor Homepage link.



Step 2: Click the Time Reporter Data & Schedule tile.

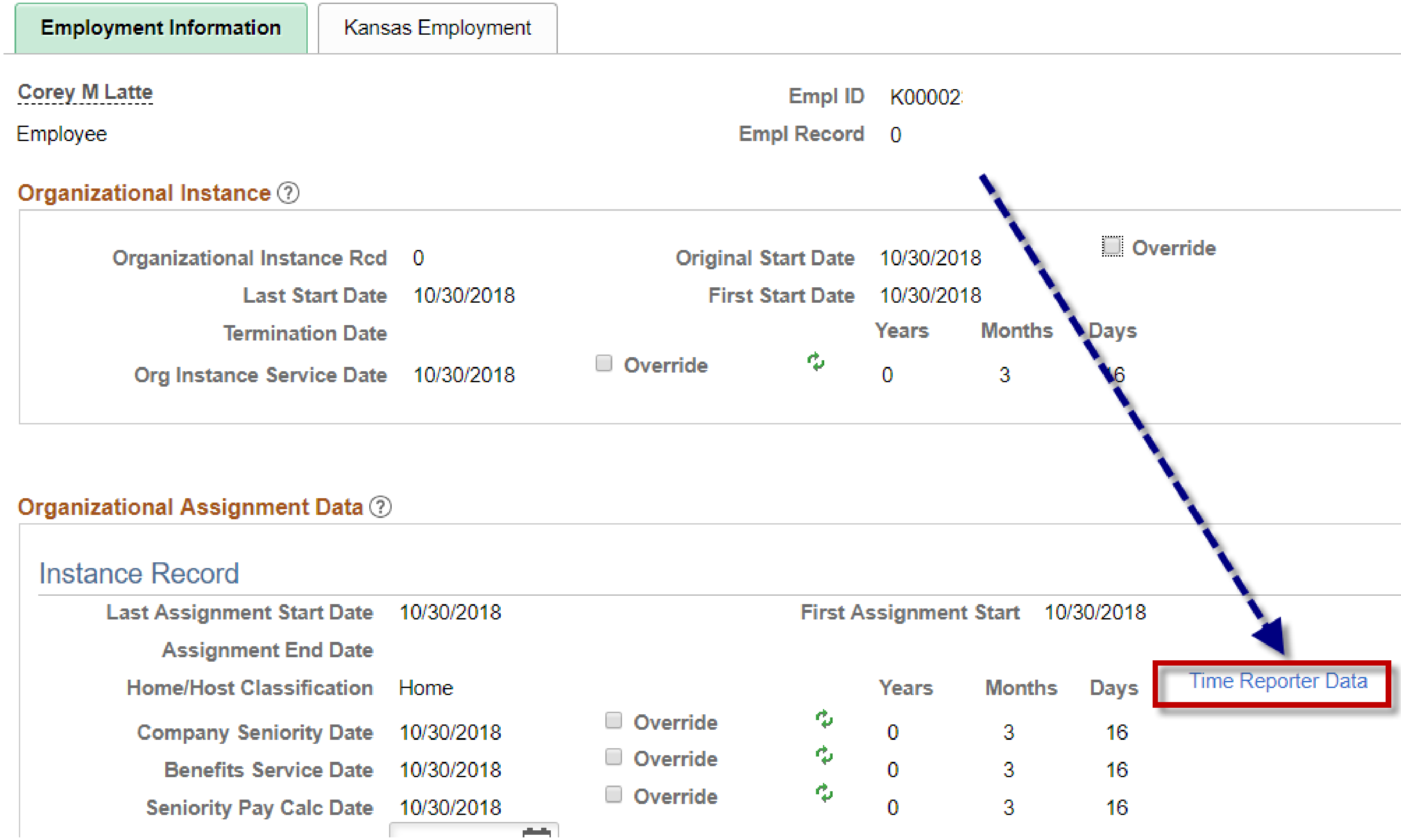
Accessing Time Reporter Data

Step 3: The Time Reporter Data Search page will default. Enter the Empl ID and Empl Record or enter the Name (Firstname%Last name). You may also list the first and last name in the separate fields. Click Search.



Accessing Time Reporter Data

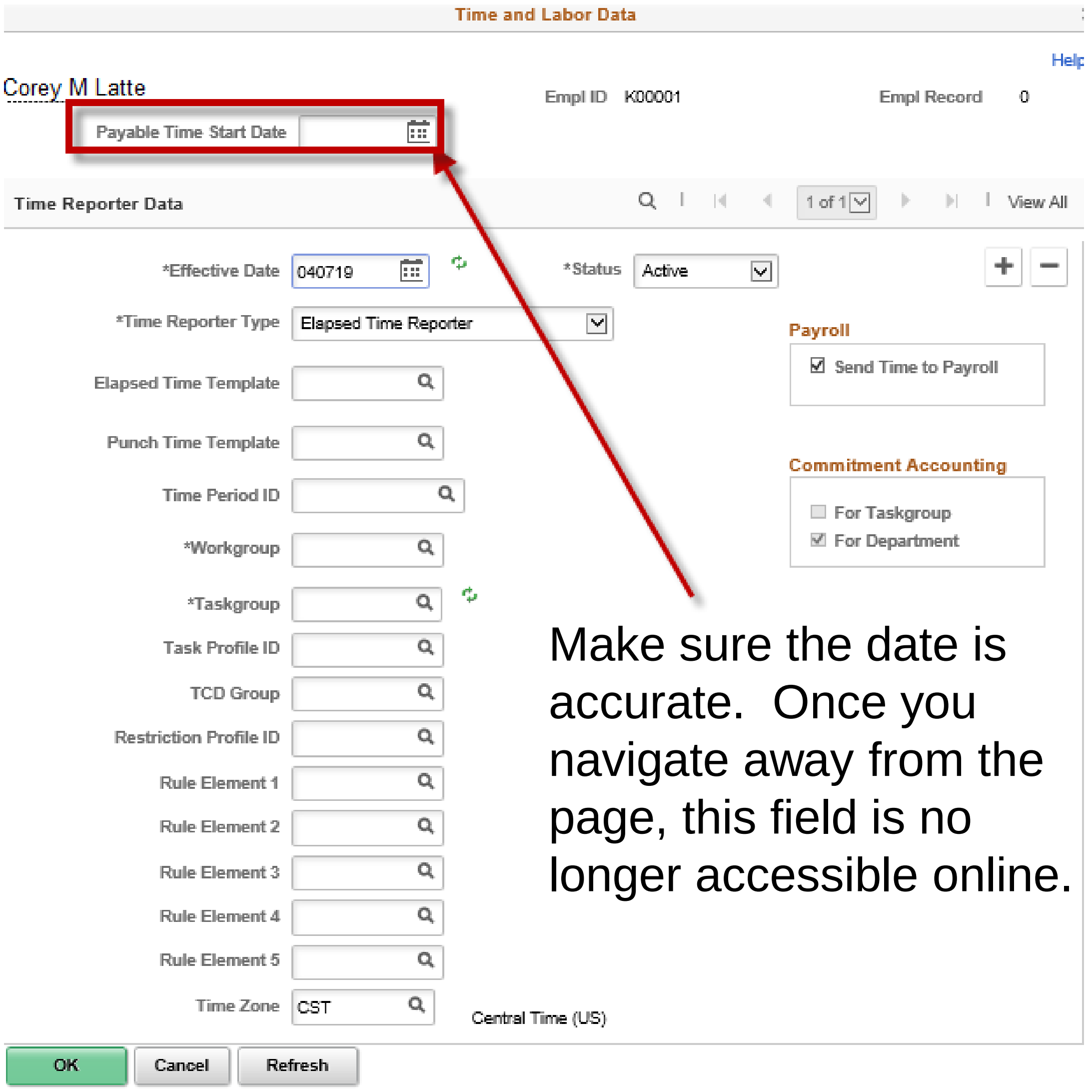
Step 4: Click the **Time Reporter Data** link on the **Employment Information** page.



Lesson 2: Enroll and Maintain Time Reporters

❑ Payable Time Start Date

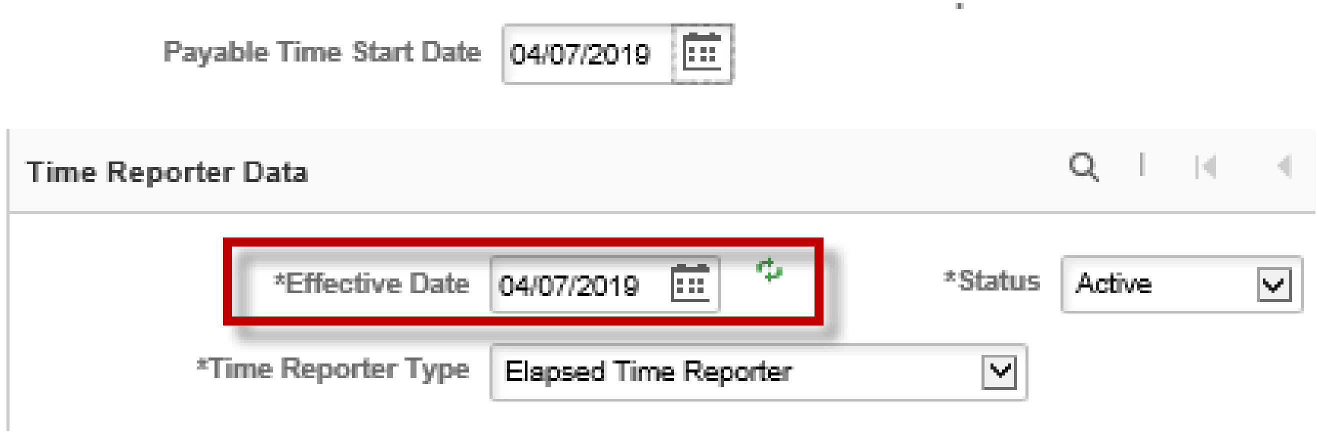
Step 5: Enter the **Payable Time Start Date**. This is the date for SHARP to start creating payable time for the time reporter. This date cannot be earlier than the **Job Data** effective date or the date the time reporter is enrolled in Time and Labor. The Effective Date and the Payable Time Start Date should be the same.



Make sure the date is accurate. Once you navigate away from the page, this field is no longer accessible online.

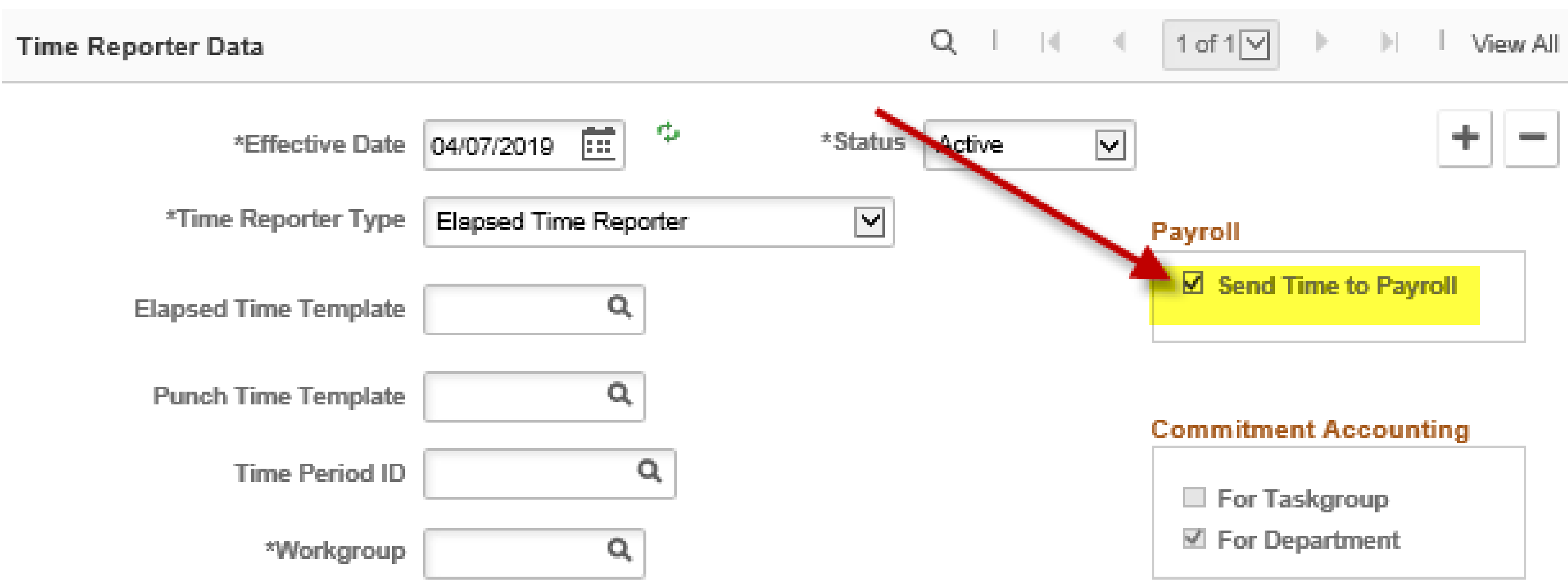
Effective Date

Step 6: Enter the **Effective Date.** This date must be the equal to or later than the hire (or rehire) date on Job Data. NOTE: The date will default as the system date (Today's Date), so be sure to change the date if the hire/rehire date is not equal to today's date.



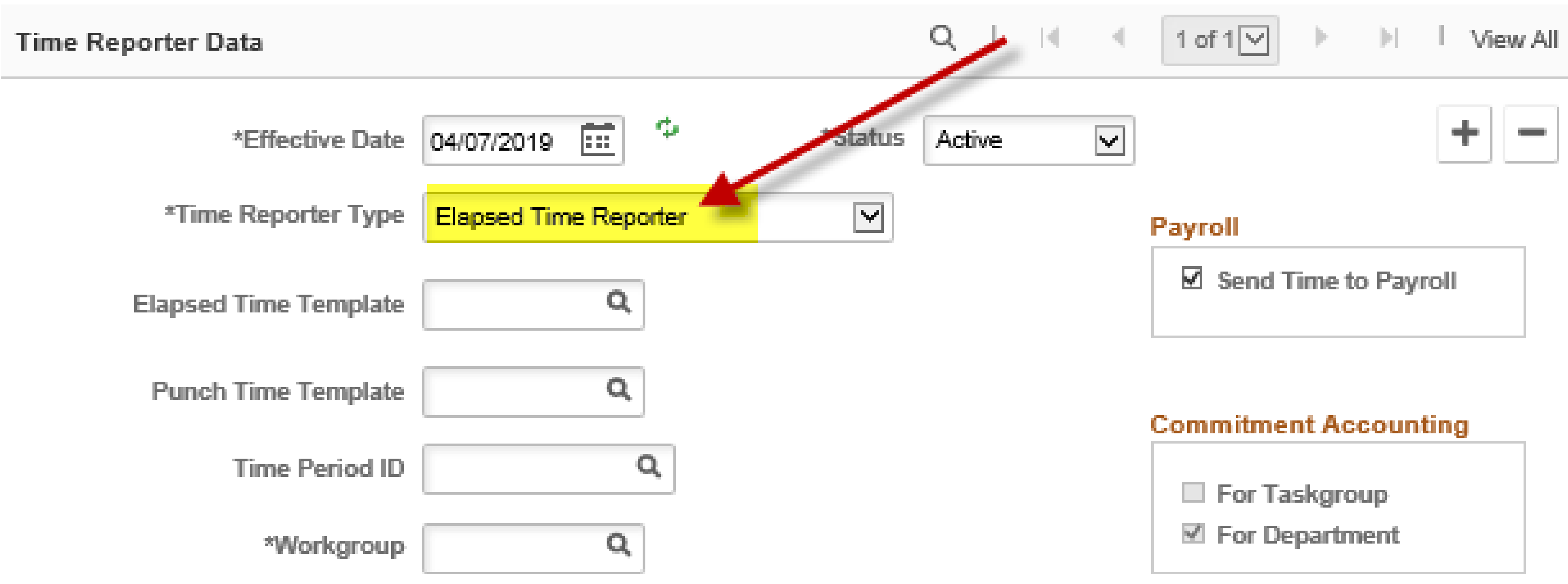
❑ Send Time to Payroll

Step 7: Verify that the **Send Time to Payroll** checkbox is selected.



❑ Elapsed Time Reporter Type

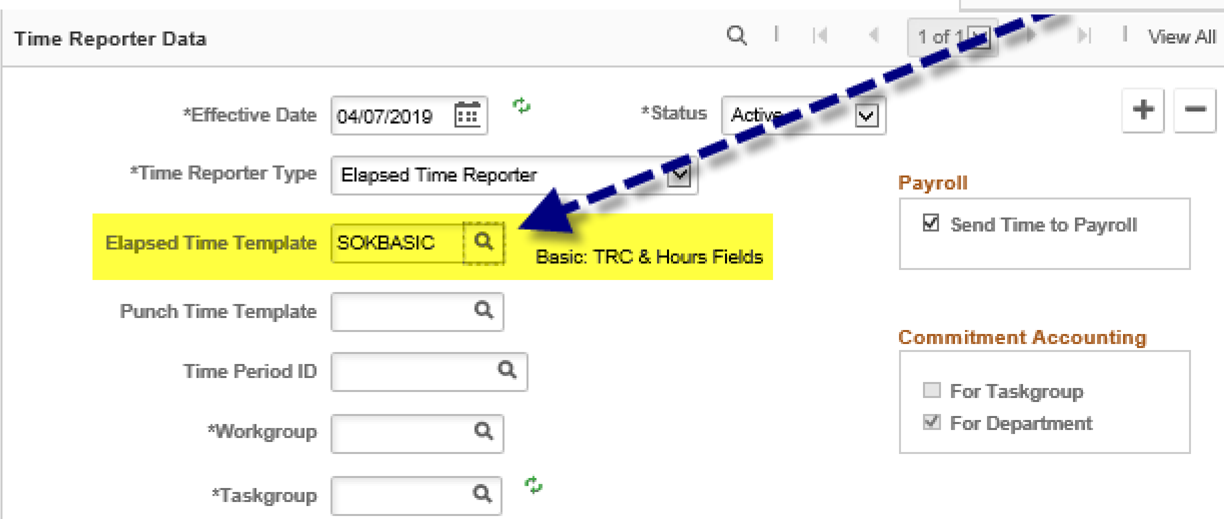
Step 8: Be sure the Time Reporter Type is **Elapsed Time Reporter.**



Time Reporting Template

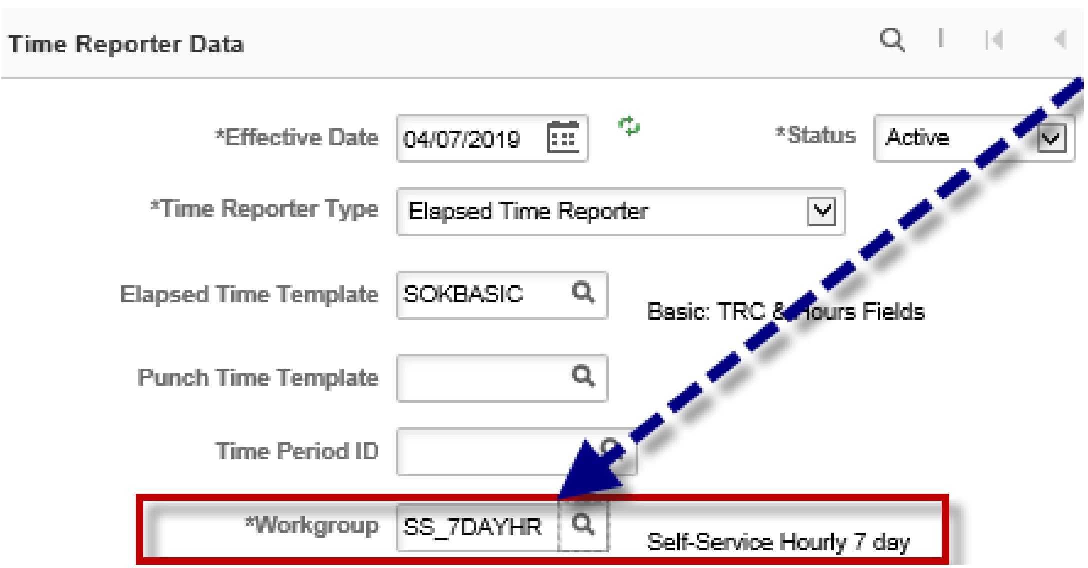
Step 9: Select the **Elapsed Time Template.** The most common Template is “SOKBASIC.”

Time Reporting Template ID	Description
DOAUSEONLY	DofA Must Approve Usage MultiS
KBIAGENT	KBI Agents Only
SOKBASIC	Basic: TRC & Hours Fields
SOKDETAIL	Detailed Chartfield Fields
SOKTASK	Taskgroup/Task Profile No Req
SOKTASKREQ	Taskgroup/Task Profile Require



Workgroup

Step 10: Enter the appropriate **Workgroup** for this employee. The Workgroup is determined by several factors including FLSA Status, and whether or not the employee will enter his or her own time.



Workgroup	Description
IN_7DAYHR	Interface Agency Hourly 7 day
IN_NC_HRLY	Interface Non-Covered Hourly
IN_NC_SAL	Interface NonCovered Salaried
IN_SALARY	Interface Agency Salaried
KBI_14_TRC	14 Day KBI EEs See Unique TRCs
KBI_7_TRC	7 Day KBI EEs See Unique TRCs
KBI_EX_TRC	Exempt KBI EEs See Unique TRCs
PRINTERS	Printers Daily Overtime
SS_14DAYHR	Self-Service Hourly 14 day
SS_7DAYHR	Self-Service Hourly 7 day
SS_NC_HRLY	Self-Service NonCovered Hourly
SS_NC_SAL	SelfService NonCoveredSalary
SS_POS_SAL	Self Serv Positive Time Exempt
SS_SALARY	Self-Service Salaried
TK_14DAYHR	Timekeeper Hourly 14 day
TK_7DAYHR	Timekeeper Hourly 7 day
TK_NC_HRLY	Timekeeper NonCovered Hourly
TK_NC_SAL	Timekeeper NonCovered Salary
TK_SALARY	Timekeeper Salaried

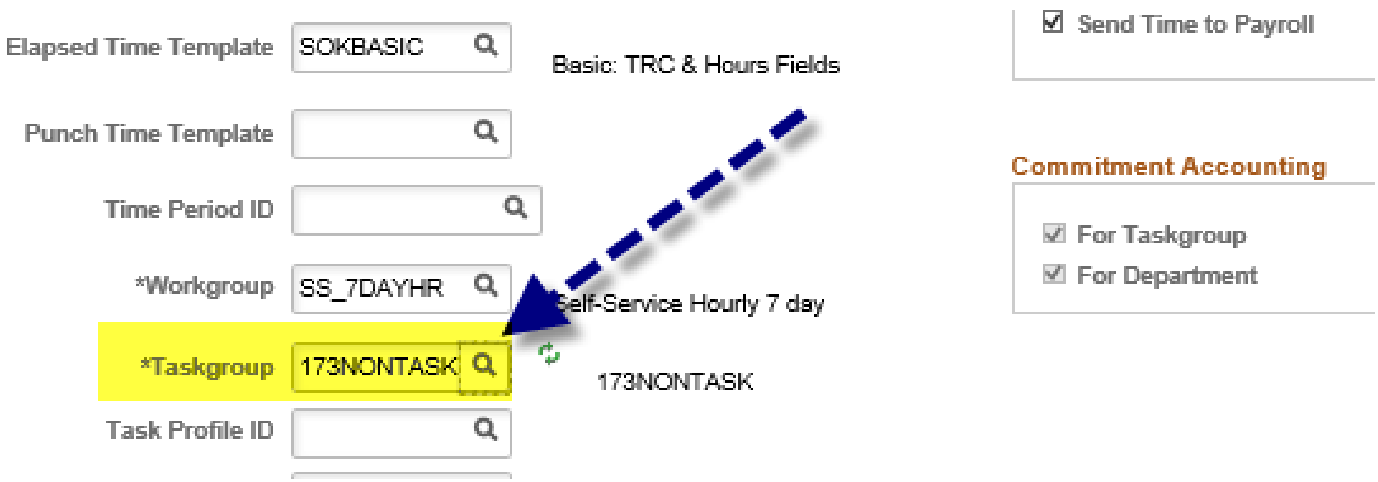
❑ Workgroup (Cont.)

Step 11 (Cont.): Workgroup Values include several distinct categories: IN: Interface Agencies only; KBI: Kansas Bureau of Investigation only; PRINTERS: DofA Only; SS: Employee enters his own time via Time and Labor Self Service; TK: A Timekeeper enters this employee's Timesheet. (Exceptions: Heads of agencies who report to a Board or the Governor who enter their own time have a TK-type Workgroup as well). **Tips**: If the Workgroup contains a 7 or 14 it is for Non-exempt employees. If the Workgroup contains NC, it is for Non-covered FLSA employees. If the Workgroup Contains SAL or SALARY, but not NC, it is for Exempt employees. NC_HRLY are for Non-covered Hourly employees. NC_SAL is for Non-covered Salaried employees.

Workgroup	Description
IN_7DAYHR	Interface Agency Hourly 7 day
IN_NC_HRLY	Interface Non-Covered Hourly
IN_NC_SAL	Interface NonCovered Salaried
IN_SALARY	Interface Agency Salaried
KBI_14_TRC	14 Day KBI EEs See Unique TRCs
KBI_7_TRC	7 Day KBI EEs See Unique TRCs
KBI_EX_TRC	Exempt KBI EEs See Unique TRCs
PRINTERS	Printers Daily Overtime
SS_14DAYHR	Self-Service Hourly 14 day
SS_7DAYHR	Self-Service Hourly 7 day
SS_NC_HRLY	Self-Service NonCovered Hourly
SS_NC_SAL	SelfService NonCoveredSalary
SS_POS_SAL	Self Serv Positive Time Exempt
SS_SALARY	Self-Service Salaried
TK_14DAYHR	Timekeeper Hourly 14 day
TK_7DAYHR	Timekeeper Hourly 7 day
TK_NC_HRLY	Timekeeper NonCovered Hourly
TK_NC_SAL	Timekeeper NonCovered Salary
TK_SALARY	Timekeeper Salaried

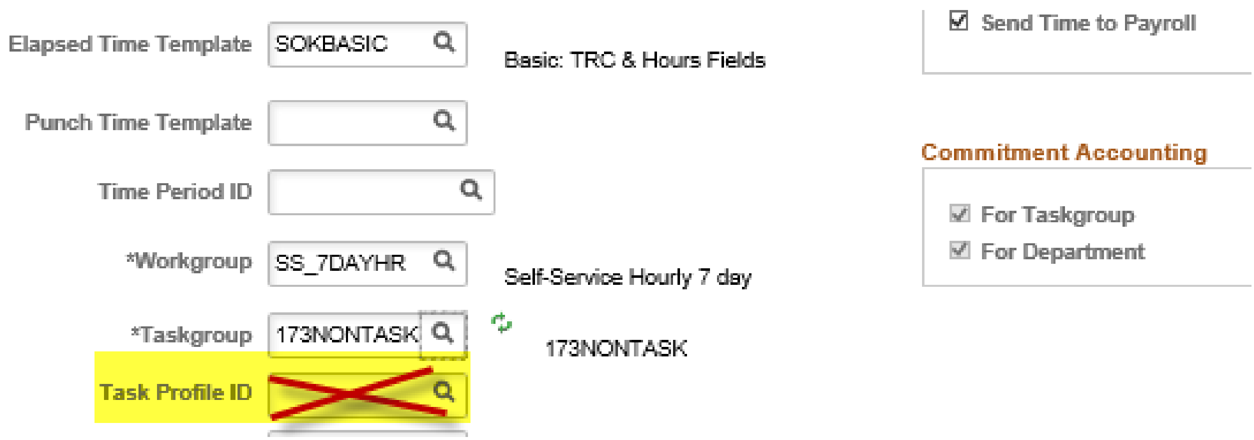
Taskgroup

Step 12: Enter the appropriate **Taskgroup** for this employee. **Note:** One default taskgroup for employees that do not report time to a project is "---NONTASK" where --- is the Agency Number + NONTASK" (example: 173NONTASK). Funding for "---NONTASK" is based on the Department Budget Table/Position Pools. If the **Time Reporting Template** is "SOKBASIC", the Taskgroup is usually "---NONTASK". All other Taskgroups are agency-specific and begin with the three-digit agency number.



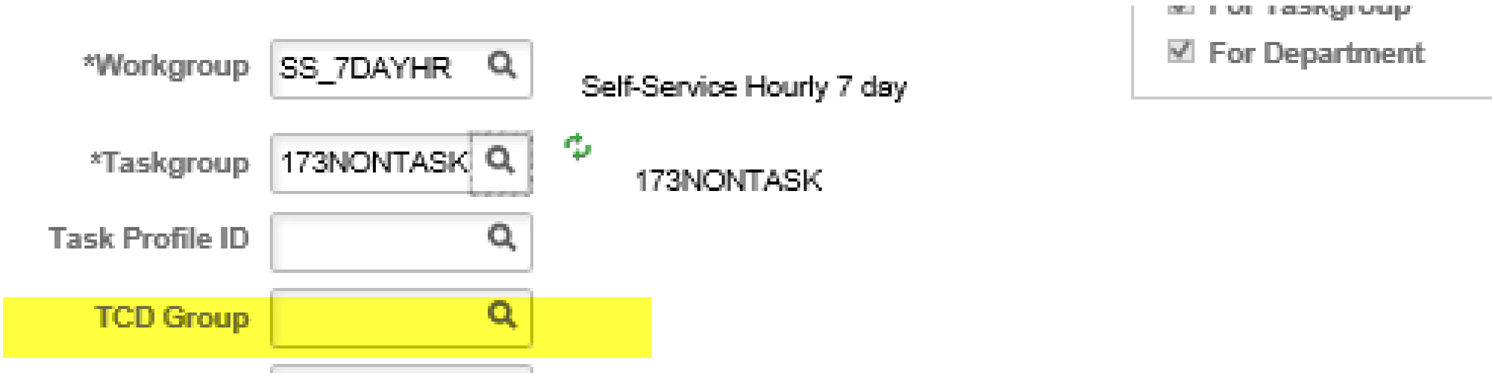
Task Profile ID

Note: Do not enter a **Task Profile ID** on the **Time Reporter Data** page. It could cause any Task Profile ID entered on the Timesheet to be overridden, which would cause time to be charged to the incorrect funding.



TCD Group (Interface Agencies Only)

Step 13: If your agency interfaces time from a custom time capture system to SHARP Time and Labor timesheets, enter the **TCD (Time Control Device) Group** for your agency, which is the three digit agency number + 00.



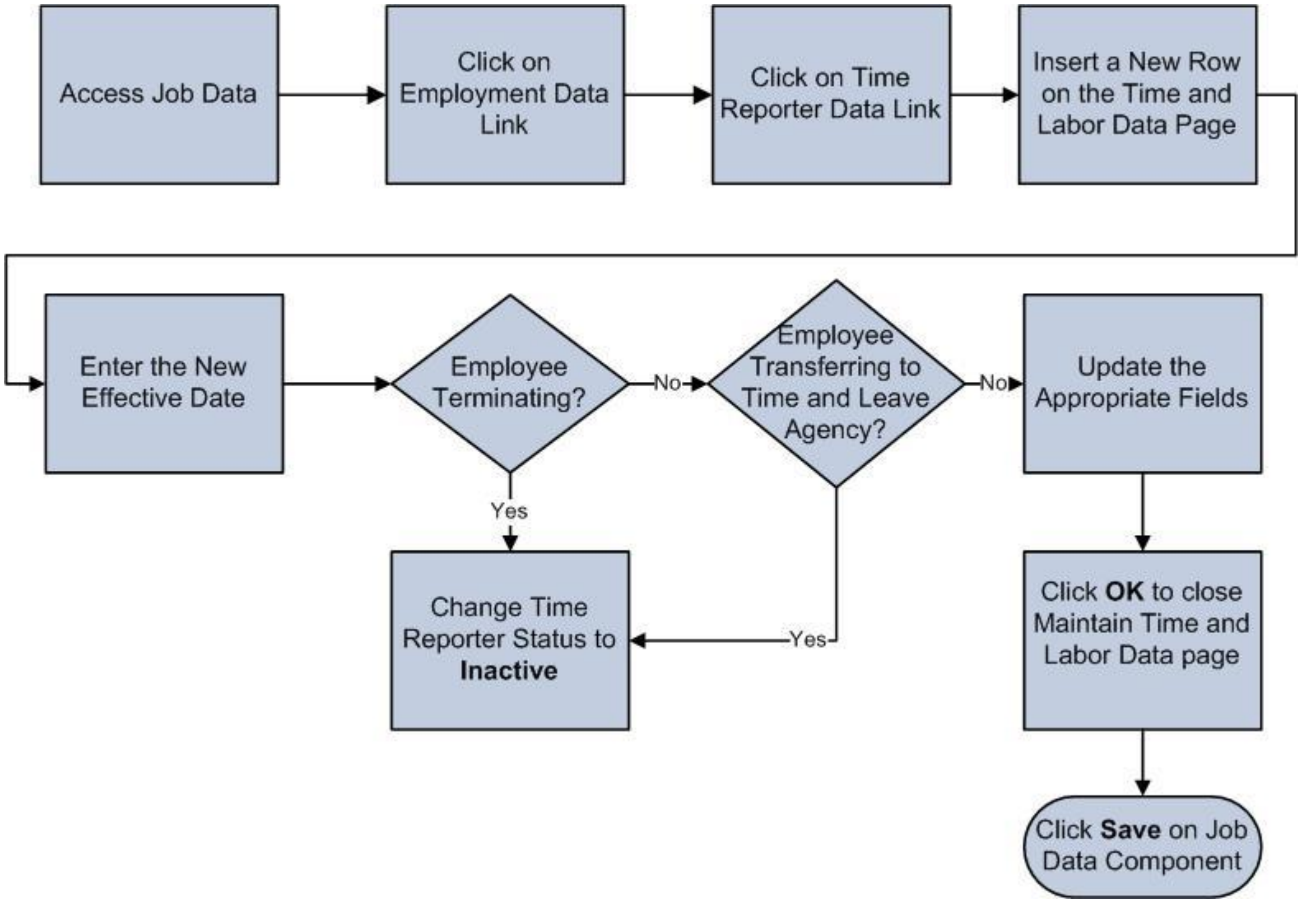
Maintaining Time Reporter Data

Employees' time reporter data should be updated if the default workgroup or taskgroup changes. Additionally, time reporter data needs to be updated if an employee changes exempt/nonexempt status, moves (transfers, promotes, demotes, etc) to another agency, or separates from State Service (terminates employment or retires). If an employee separates from service, be sure to add an effective dated row equal to the Termination or Retirement Date and change the **Time Reporter Status** to "Inactive."

IMPORTANT!: **To avoid timesheet issues, movement between agencies and FLSA / Workgroup changes should occur at the beginning of the pay period and not mid pay period. When an employee is moving from your agency to another agency, it is important that all time be submitted (and approved if the employee has a Self Service type workgroup) and that all Payable Time has been approved prior to making the Job Data changes as your agency will no longer have access to the employee's Time and Labor information.**

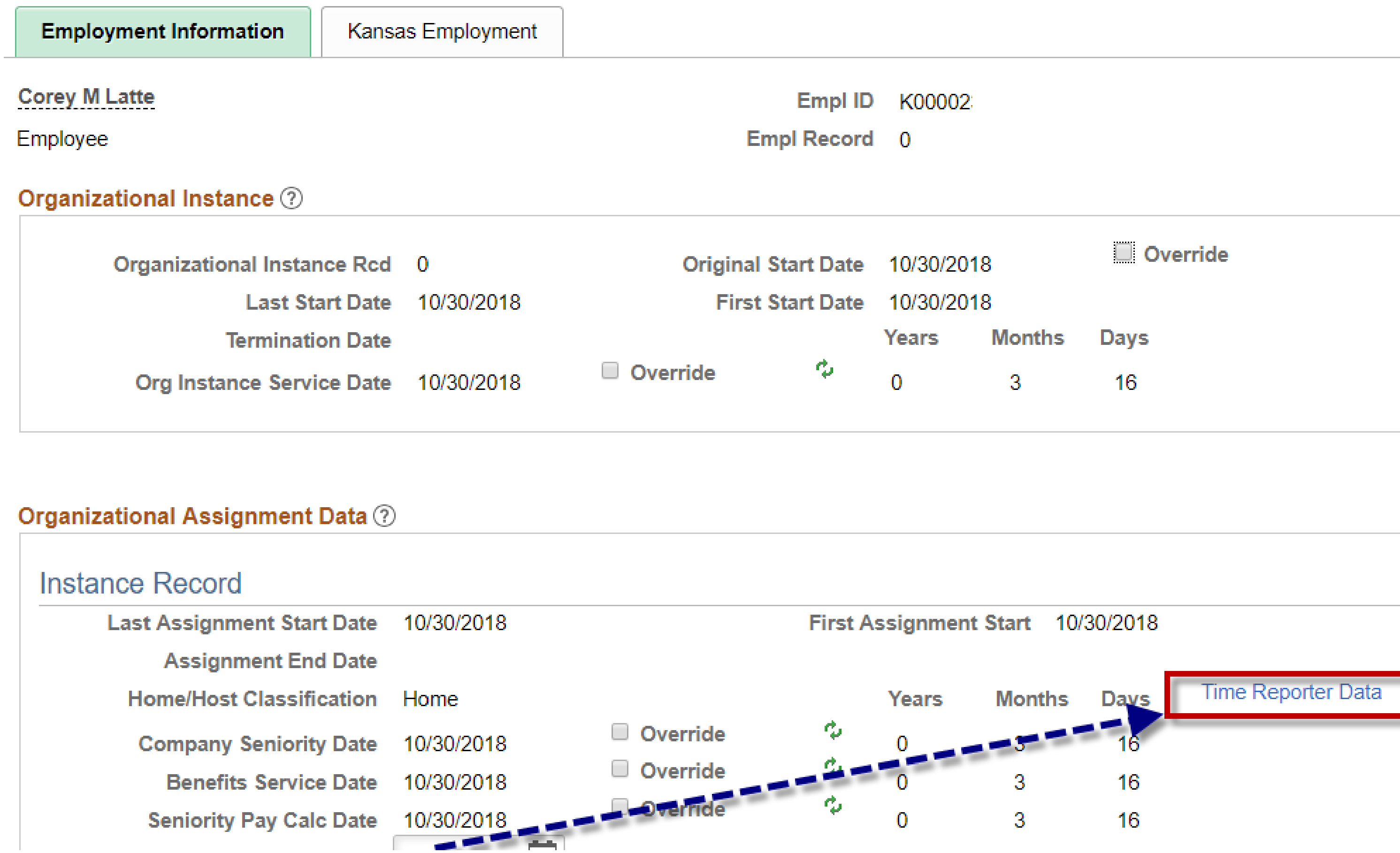
TIP: Work closely with your finance staff to understand changes to taskgroups that require updates to time reporter data.

Maintaining Time Reporter Data Process



Lesson 2: Enroll and Maintain Time Reporters

Accessing Time Reporter Data

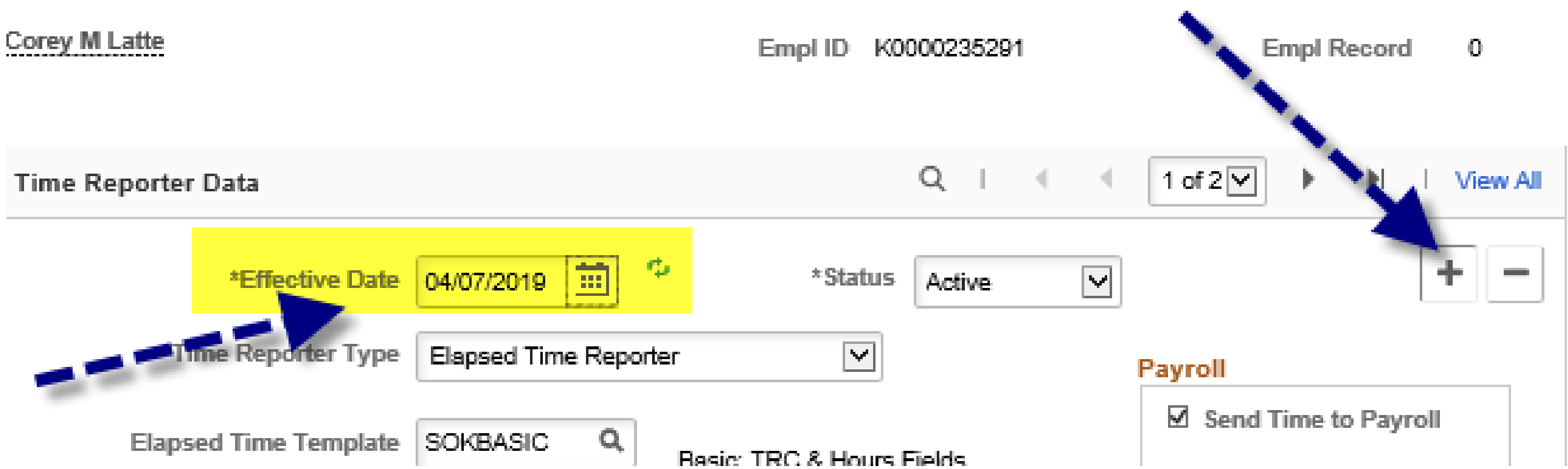


Step 1: Click the **Time Reporter Data** link on the **Employment Information** page

Insert New Effective Dated Row

Step 2: Click the **Add New Row** button and enter the new **Effective Date (equal to the Termination or Retirement Date).**

Note: If the employee is terminating or retiring, it is important to ensure the employee’s timesheet has been submitted/approved and all hours that may have defaulted on timesheets for days the employee will no longer be active have been removed from future timesheets.



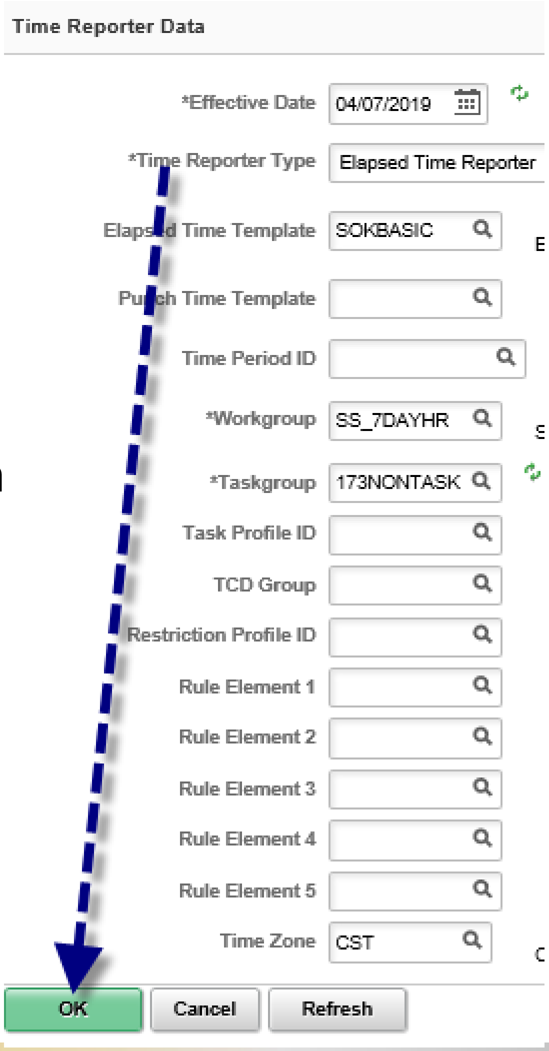
Is the Employee Terminating?

Step 3: If this employee is separating from state service, change the **Time Reporter Status** to “Inactive.”

Note: Once the Time Reporter Status changes to inactive, the self service user may no longer have access to his or her timesheet. In addition, the manager may no longer be able to approve the employee’s timesheet. **Tip**: Ask the separating employee to submit her timesheet on her last day at work and ask the Manager to review/approve the timesheet, then enter the Termination/Retirement and Inactivate the Time Reporter Data at the same time. (Exception: If Overtime is recorded, wait to enter the Inactive row until you are finished updating payouts after they default).

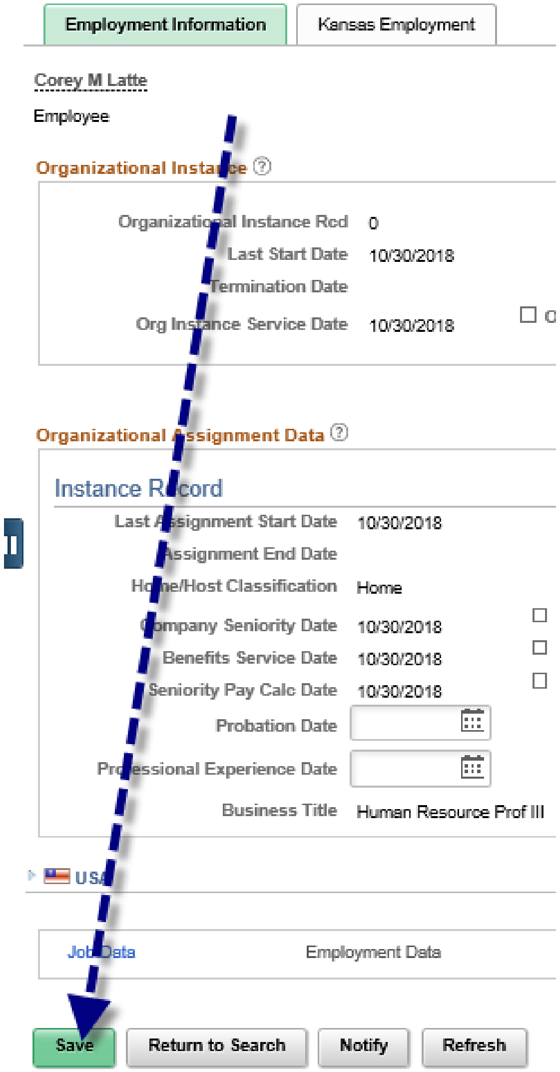
Transfer or Update

Step 4: Update the appropriate fields in the **Time Reporter Data** section and click the **OK** button. This will return you to the Employment Data page. and then click the **Save** button when you return to the **Employment Information** page.



❑ Save When Return to Employment Data

Step 5: Regardless of the updates you made on Time Reporter Data, be sure to click the **Save** button when you return to the **Employment Information** page.



Default Work Schedule

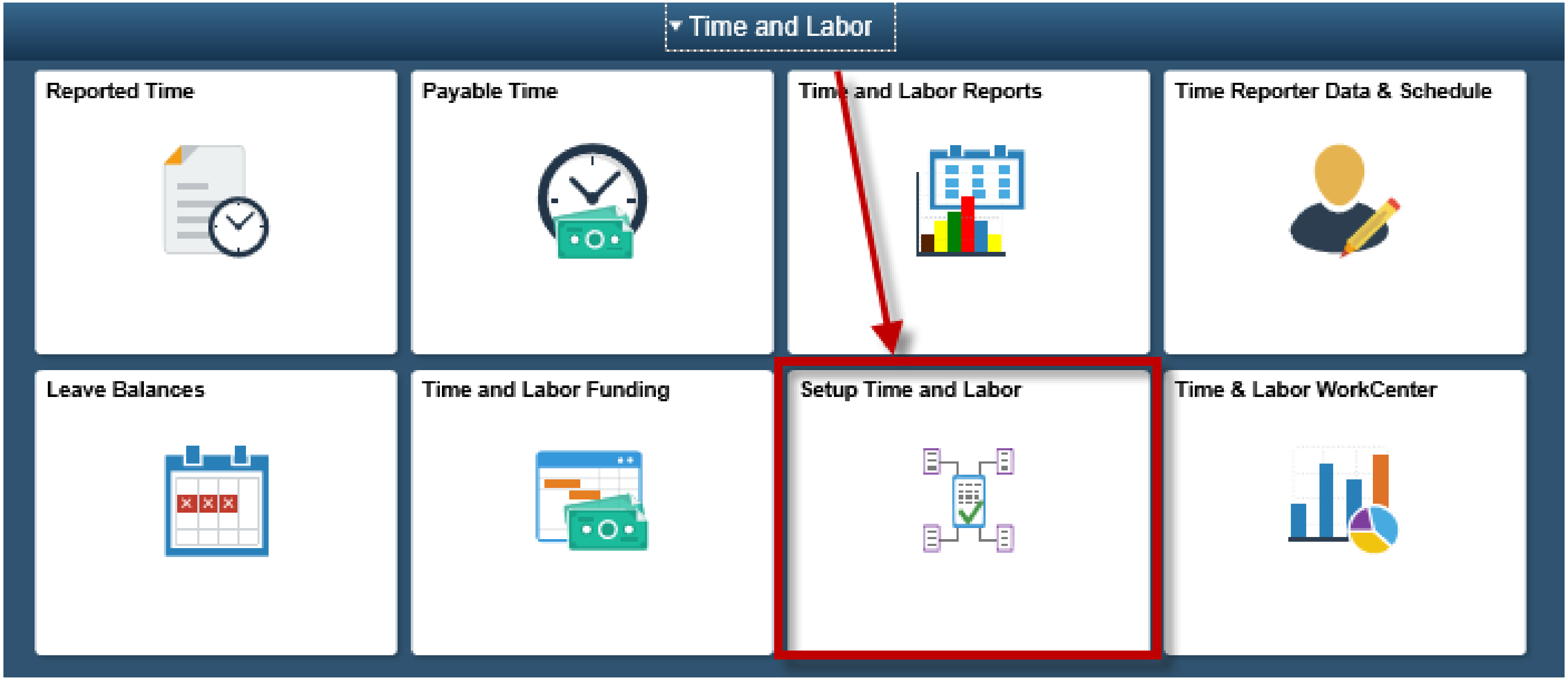
Schedules are used to default the time reporting code (TRC) and hours in the timesheet. The Department of Administration, Office of Personnel Services is responsible for creating and maintaining the **Schedule Definition Table**. Agencies have access to view schedule definitions to determine what is available.

Nice feature! In Time and Labor, default schedules can have different default hours in each week of the pay period. For example, 8 hours REG Monday-Friday in week 1 and 10 hours REG Monday-Thursday in week 2.

TIP: Holiday Schedules are assigned to employees on the **Job Data Payroll** page.

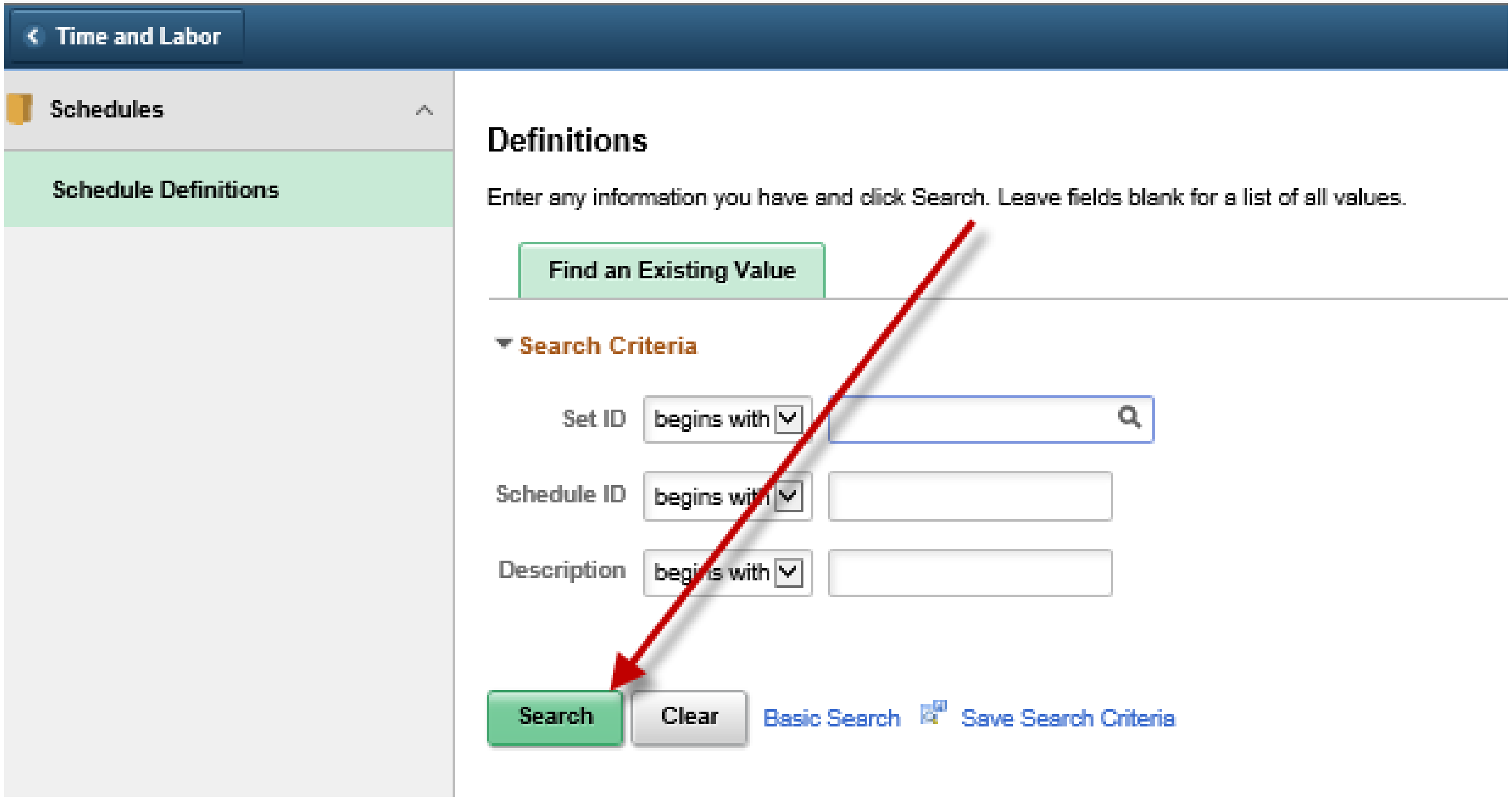
View Schedule Definitions

Use the **Set Up Time and Labor tile** to access the **Schedule Definition** table.



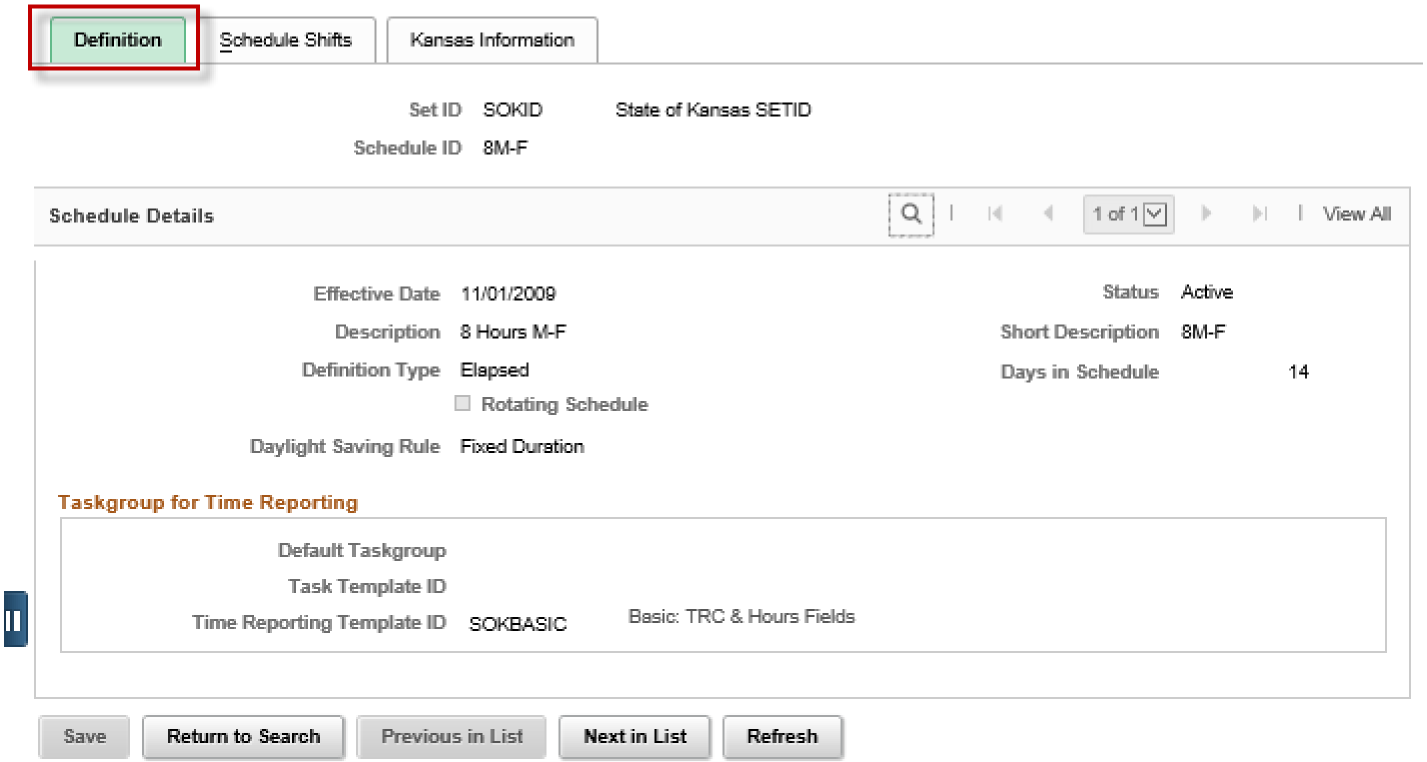
View Schedule Definitions

Leave the search criterion blank and click Search **or** enter a schedule ID or Description and click search**.**



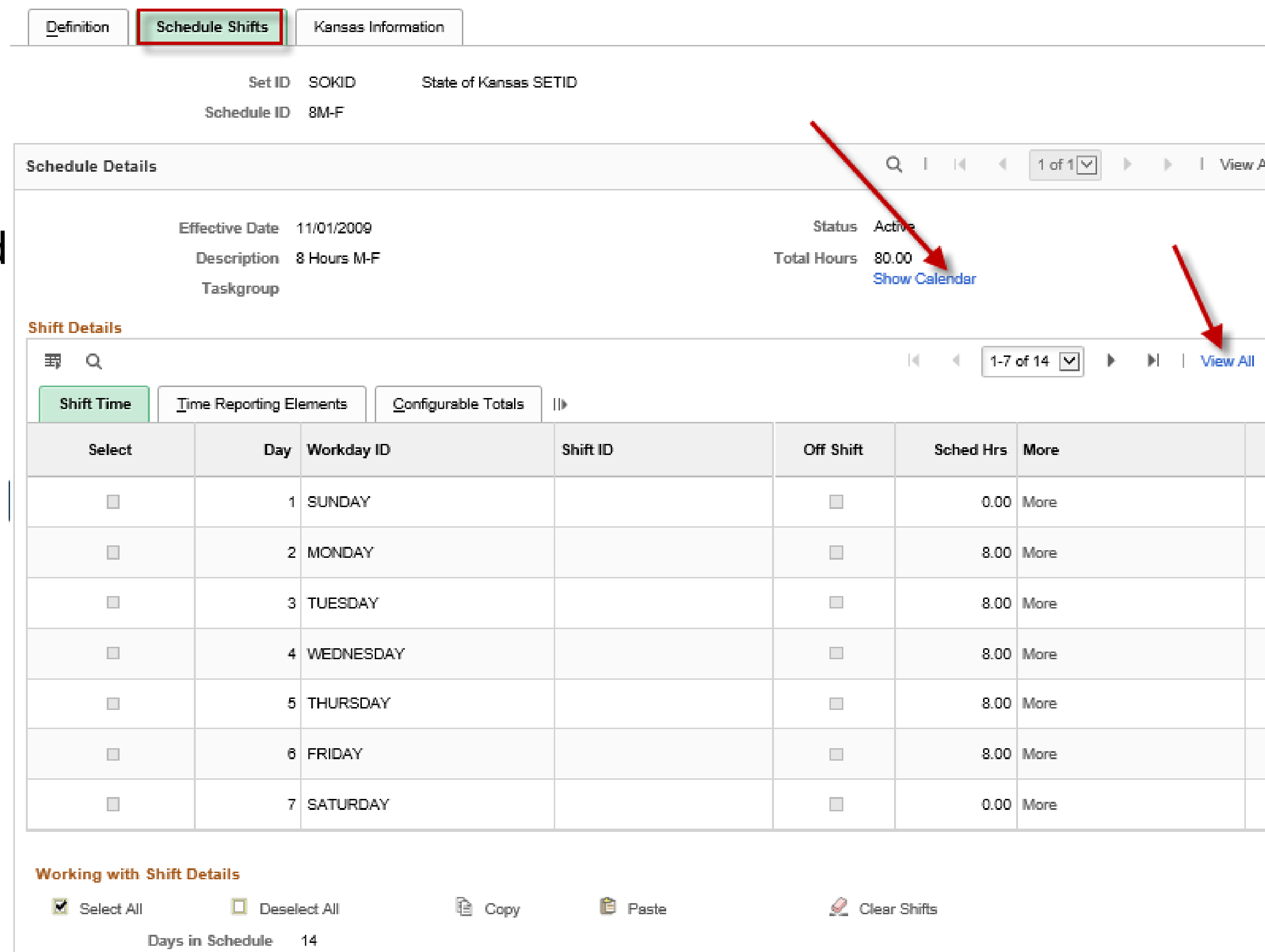
View Schedule Definitions (cont.)

The **Definition** page shows the effective date, description, and the number of days in the schedule. **Note:** Defaults for taskgroup and time reporting template will not be set at the schedule level since this definition is shared by all agencies.



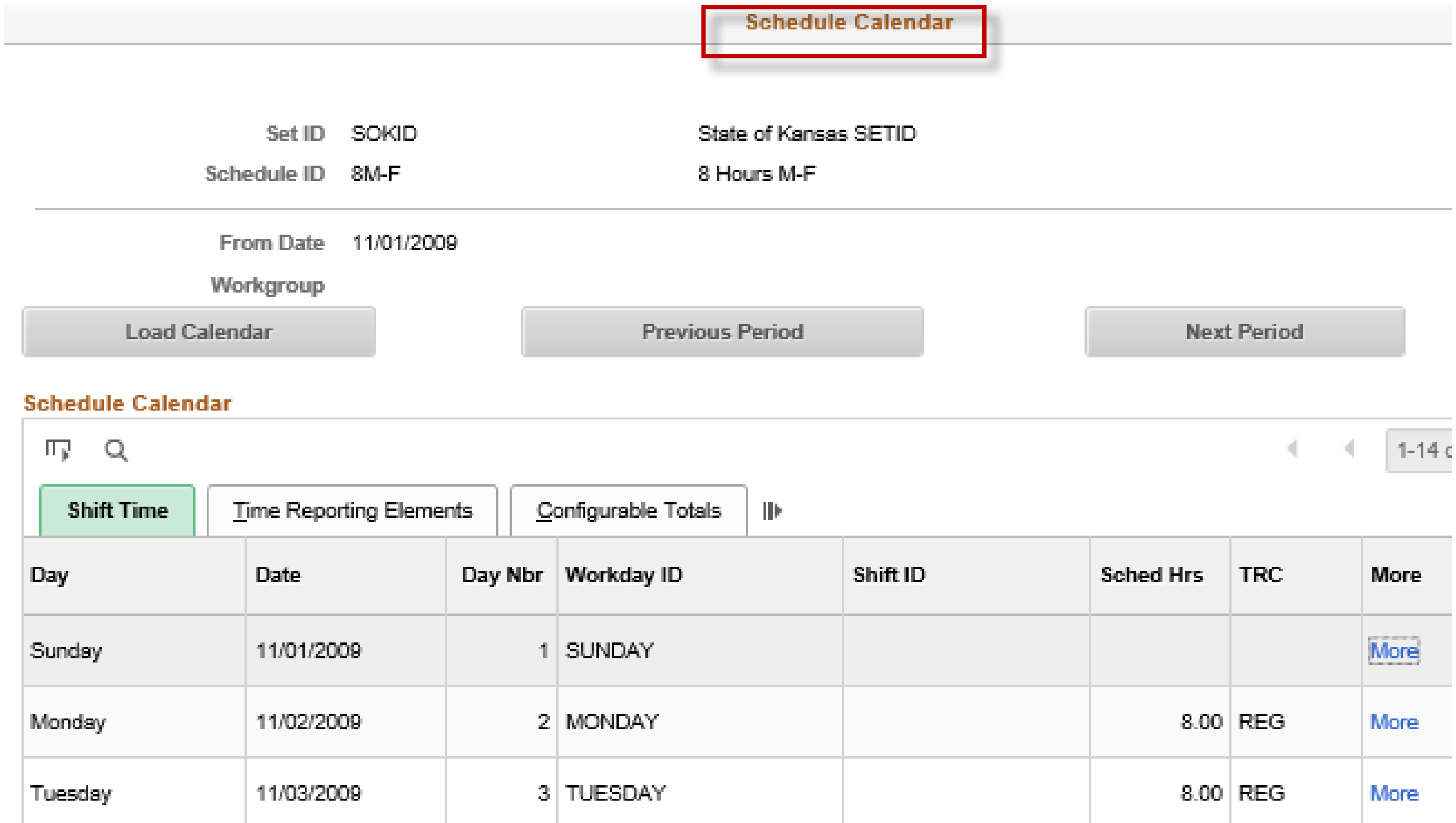
View Schedule Definitions (cont.)

The **Schedule Shifts** page shows the workdays, shifts (if applicable), default hours for each day and the default time reporting code. Click the **Show Calendar** or the **View All** link to view the Schedule Calendar.



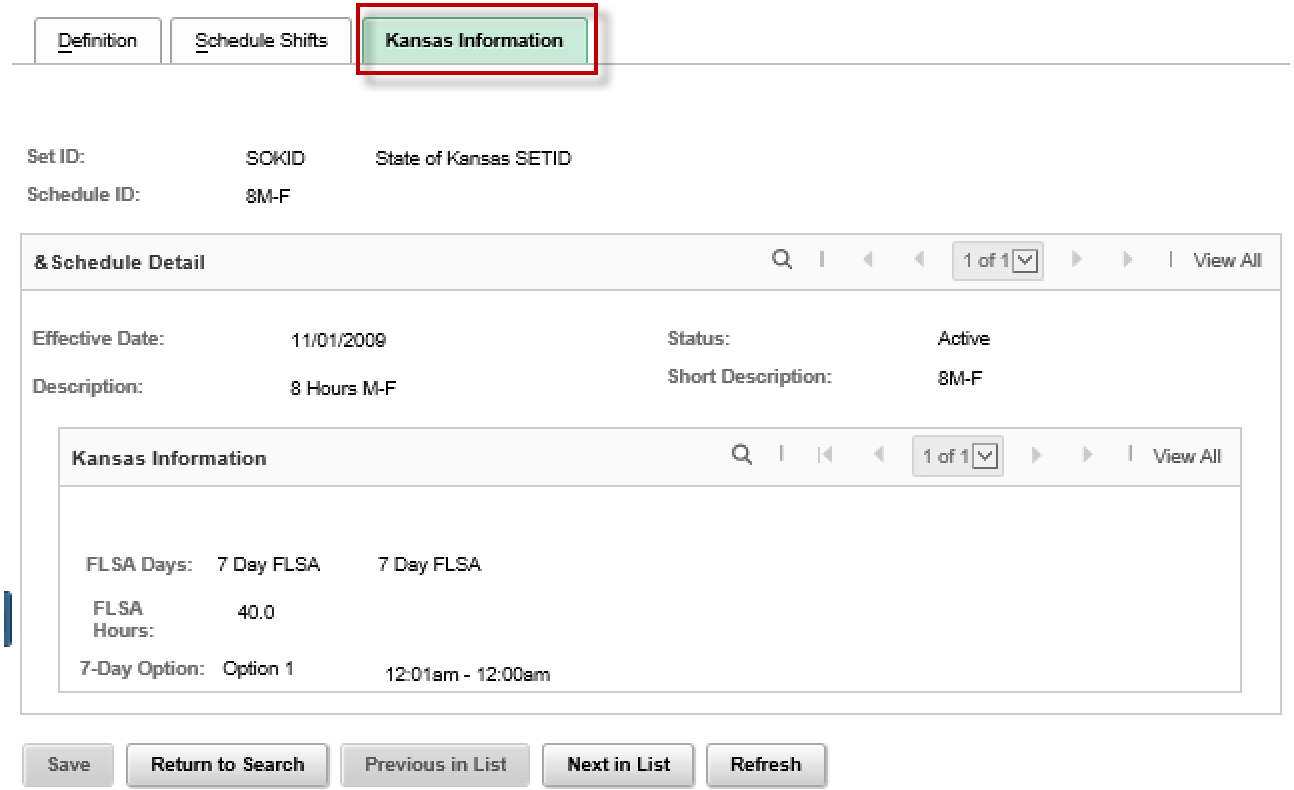
View Schedule Definitions (cont.)

The **Schedule Calendar** page shows the workdays, shifts (if applicable), default hours for each day, and the default time reporting code by date.



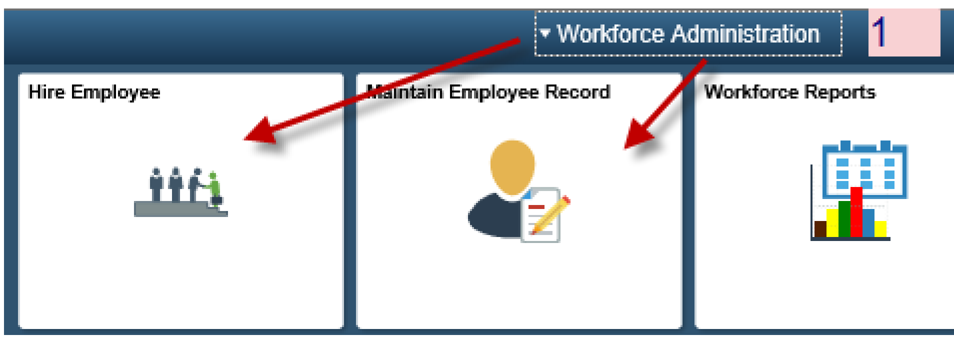
View Schedule Definitions (cont.)

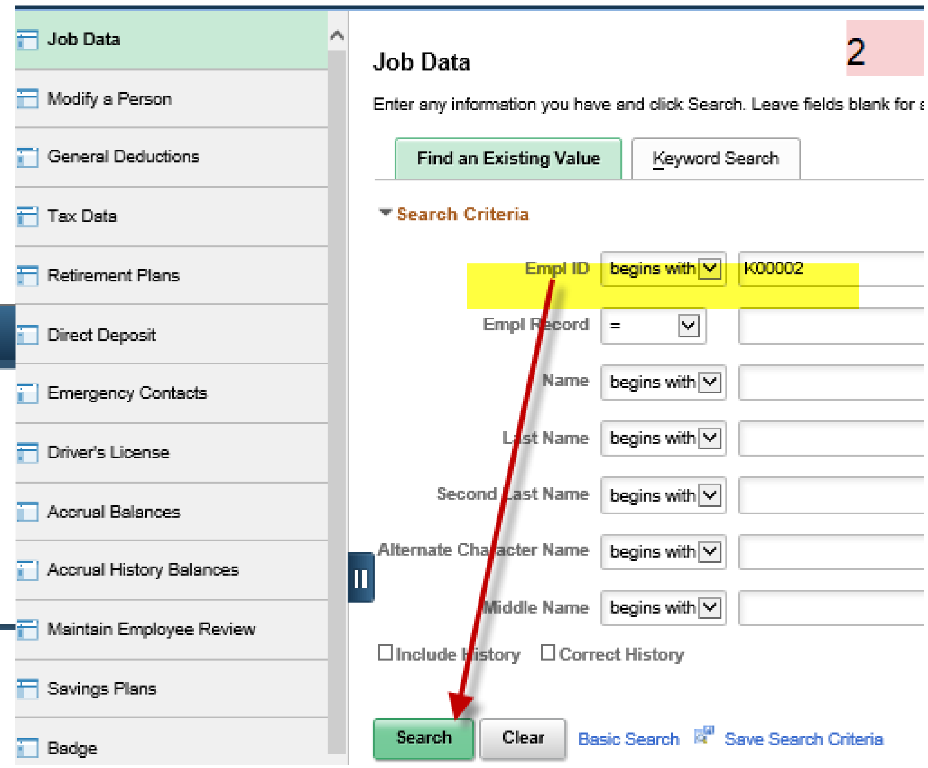
The **Kansas Information** page shows the FLSA Days, FLSA Hours, and 7-Day Option fields. **Note**: 14 Day / 80 Hours FLSA Schedules are only for certain Law Enforcement and Fire Protection personnel.



Assign Work Schedule – Job Data

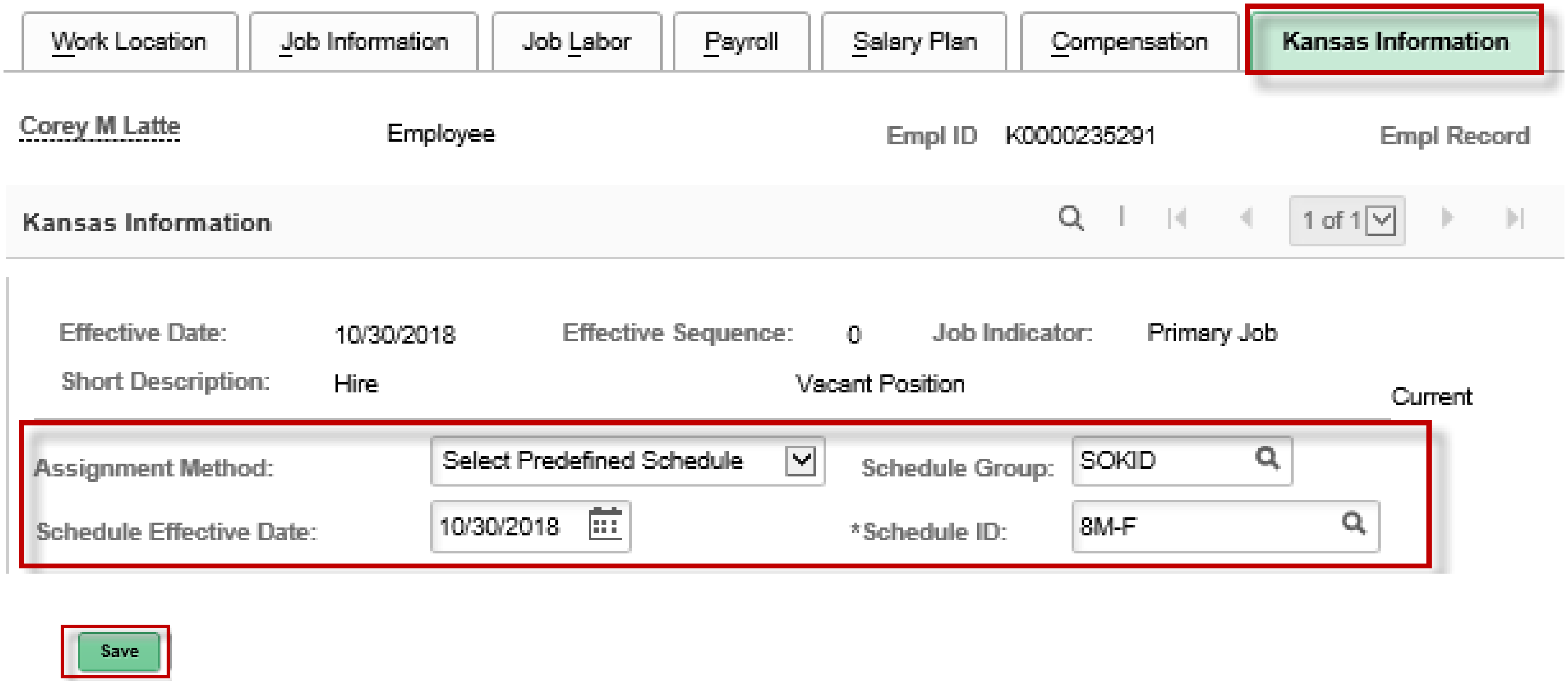
Use the **Workforce Administration Homepage, Maintain Employee Record (or Hire Employee if this is a new hire) Tile, Job Data Navigation Menu Item** to access the Kansas Information page to Assign or Maintain the Work Schedule. Work Schedules are required before being able to save when hiring an employee. **NOTE**: This is covered in the Administer Workforce training material.





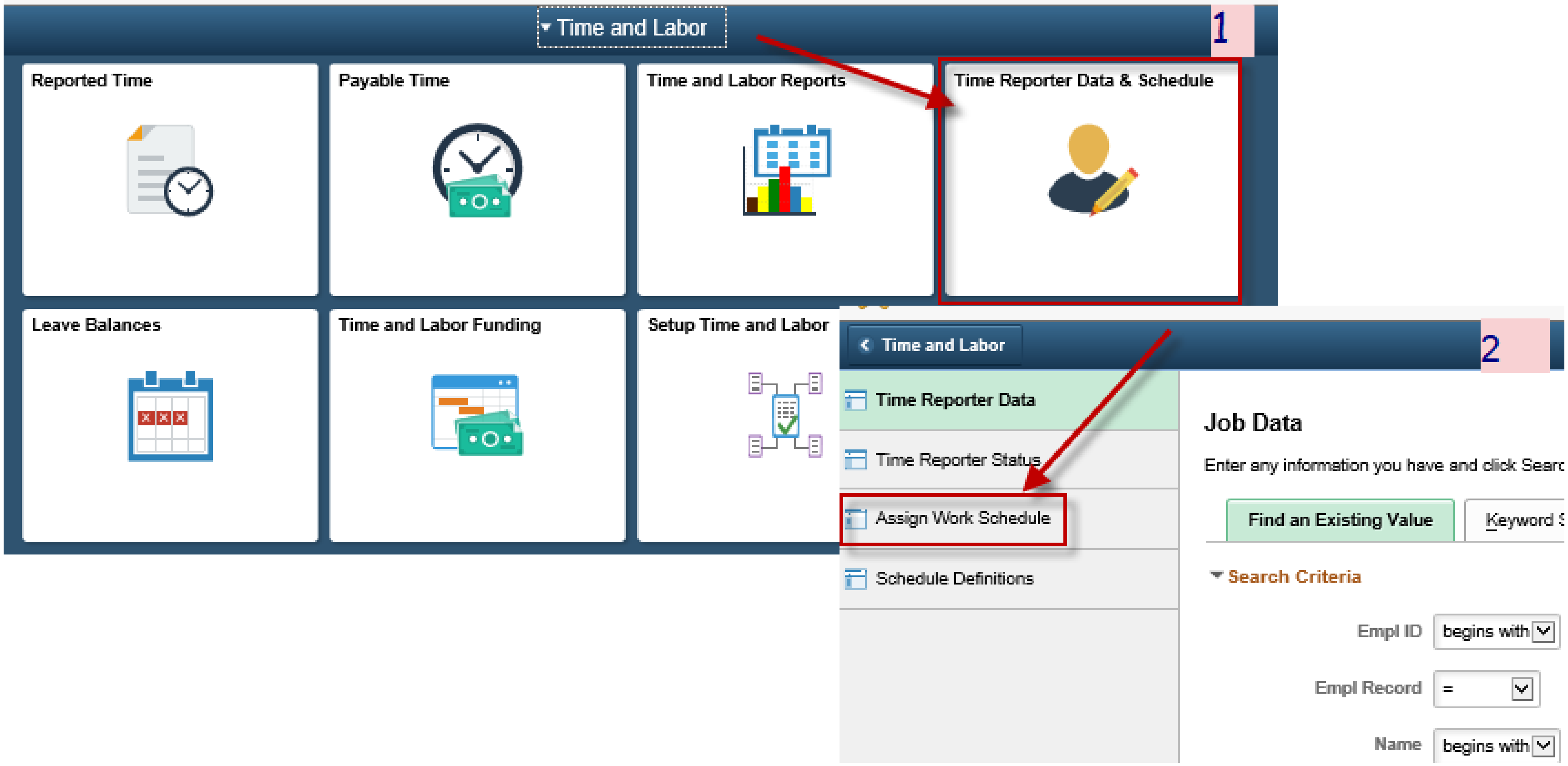
❑ Assign Work Schedule – Job Data Continued

The Assignment Method remains as “Select Predefined Schedule”. Schedule Group remains as “SOKID”. Enter a Schedule Effective Date (should be hire date/rehire date or for others, it should be pay period begin date. Select the Schedule ID. Save changes).



Assign Work Schedule – View Only

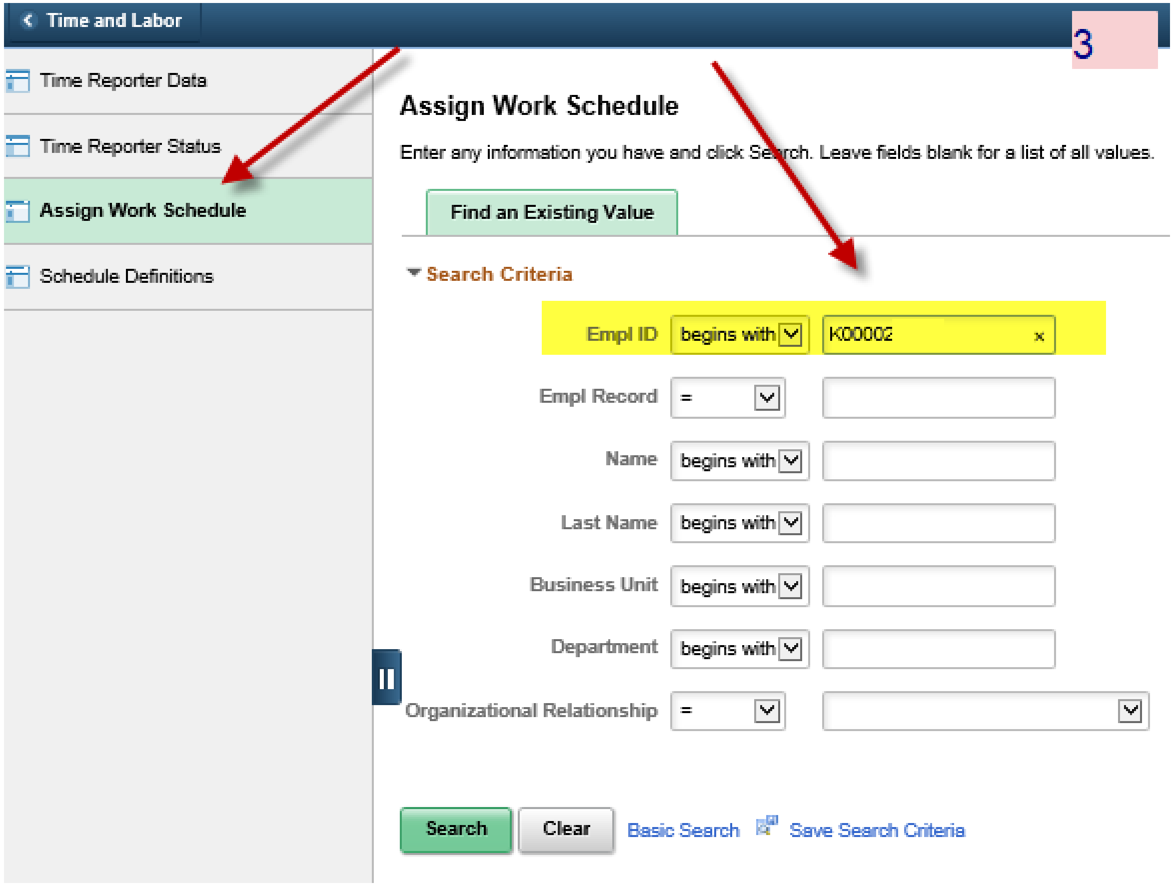
To View current and history work schedule information, you may also use the Time and Labor navigation. The full navigation is: Time and Labor Homepage, Time Reporter Data & Schedule Tile, Assign Work Schedule.



Assign Work Schedule (cont.)

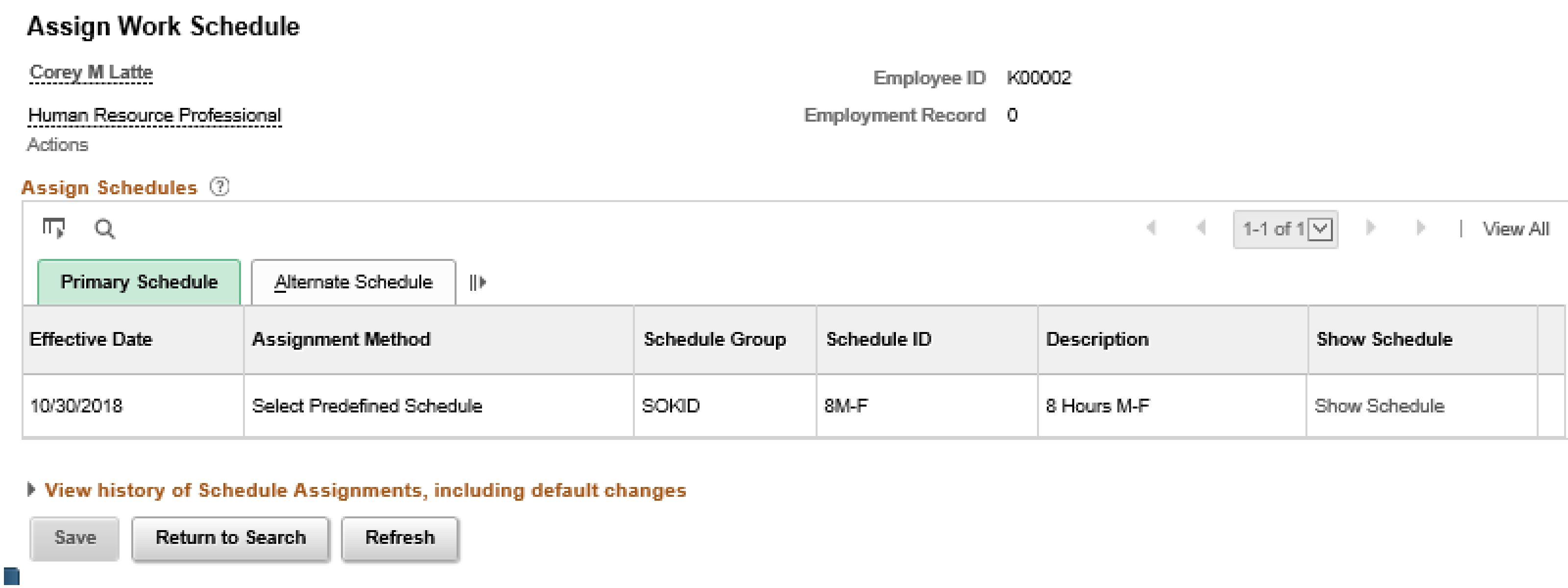
The assign Work Schedule page returns more quickly if you enter the Empl ID and click Search.

Alternatively, you can search by your employee's name in the Name field. For example: Corey%Latte.



Assign Work Schedule (cont.)

The page displays current and prior schedule information. **NOTE**: This is a good place to view a work schedule for which you future dated the effective date as you can't see the work schedule future dated rows on Job Data. You can see future dated rows on this page.



Assign Work Schedule

Corey M Latte — Employee ID K00002

Human Resource Professional — Employment Record 0

Actions

Assign Schedules

1-1 of 1 | View All

Primary Schedule | Alternate Schedule

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
10/30/2018	Select Predefined Schedule	SOKID	8M-F	8 Hours M-F	Show Schedule

View history of Schedule Assignments, including default changes

Save | Return to Search | Refresh

Labor Distribution

One of the major benefits of implementing Time and Labor is the ability of SMART and SHARP to "message" data back and forth. The process begins with the setup of a project (and/or grant) that identifies employees who are resources for that project. The Project information will be sent to SHARP and available for employees to report the hours to.

After time is reported and processed through to a paycheck, the SHARP data is sent to SMART so that the labor costs for a project are recorded along with all other financial information. This way, project managers are able to analyze both human resource and non-human resource costs together in one module.

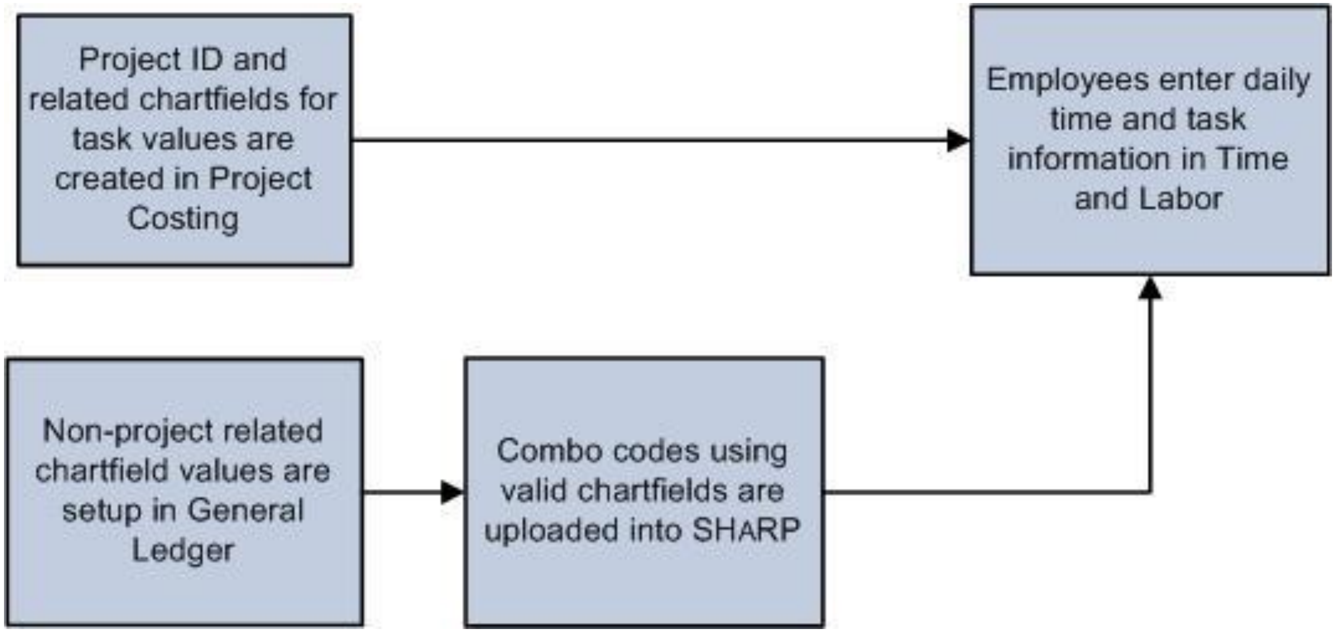
TIP: The Agency Time and Labor HR and Agency Time and Labor Task Reporter roles are responsible for monitoring the "bridge" between SHARP and SMART

Labor Distribution Key Terms

- **Labor Distribution –** Allocating labor costs back to payable time after payroll is run
- **Actuals Distribution –** Distribution of actual earnings, employer deductions, and employer taxes calculated by Payroll across combo codes (funding sources)
- **Actual Costs –** Costs calculated by payroll for the payable time and returned to Time and Labor after the completion of a pay run
- **Fringe Costs –** Employer paid benefits and taxes

TIP: Before reviewing the Labor Distribution process, it is important to understand a few key terms.

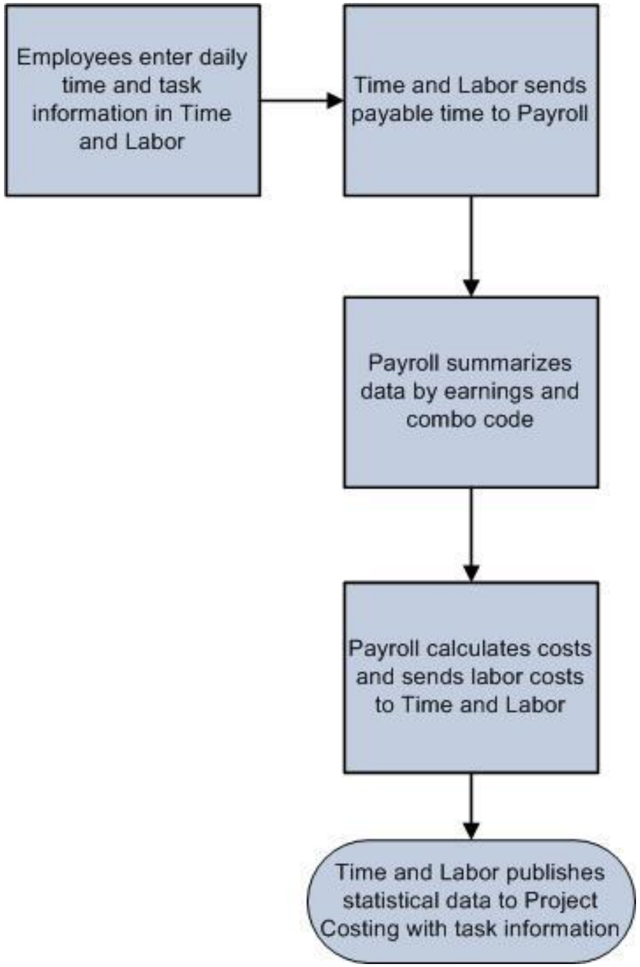
Labor Distribution Process



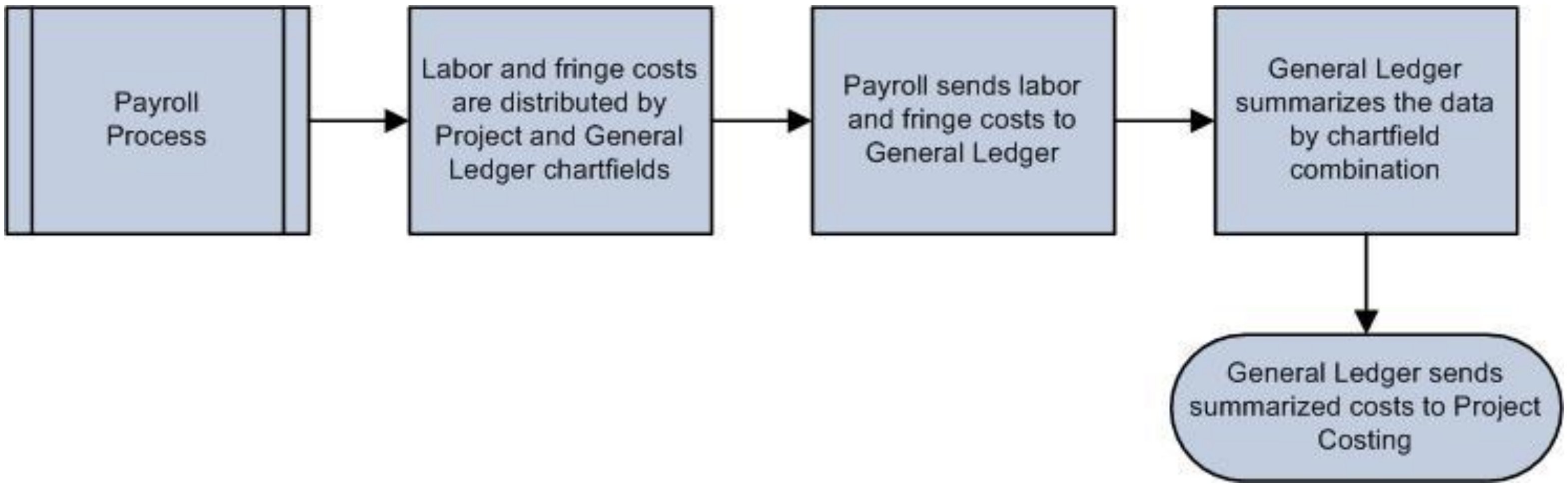
The **Labor Distribution** process begins with setting up the data necessary to record hours to projects/grants. Project-related data is set up in Project Costing and ChartField information in General Ledger, which are both modules in SMART. The data is then “messaged” to SHARP for use by Time and Labor when setting up Task Profiles. Finally, agencies setup combo codes in a file send the file to the Department of Administration, Office of the Chief Financial Officer.

Labor Distribution Process (cont.)

As discussed in Lesson One, Reported Time in Time and Labor is processed through Time Administration and becomes Payable Time. Another process then moves Payable Time into payroll calculation. Once payroll is run, labor cost is allocated back to Time and Labor. From there, Time and Labor "messages" statistical data to the Project Costing module in SMART, including employee ID, hours and task information from the timesheet. The only remaining data needed by Project Costing is the financial information.



Labor Distribution Process (cont.)



The financial information for labor costs passes from Payroll through the General Ledger. During the payroll process, labor and fringe costs are distributed to the applicable ChartFields; both Project Costing ChartFields and General Ledger ChartFields. Payroll (SHARP) sends this information to General Ledger (SMART). The integration in SMART of the General Ledger and Project Costing modules make the summarized costs available for review and analysis within a particular project.

Lesson 2: Enroll and Maintain Time Reporters

Lesson Summary

Whether your agency is entering time using Employee Self Service, using a Timekeeper to record time, or interfacing reported time, EVERY employee must be enrolled as a Time Reporter.

It is the responsibility of the Agency Time and Labor HR role to review changes to an employee's workgroup or taskgroup and coordinate the related update to the employee's Time Reporter Data.

SMART data such as Project Costing and General Ledger ChartFields is sent to SHARP; while statistical data as well as summarized costs are sent back to SMART after payroll calculation.

In Time and Labor, default schedules can have different default hours in each week of the pay period. For example, 8 hours REG Monday-Friday in week 1 and 10 hours REG Monday-Thursday in week 2.

In this lesson, I walked you through the basics of enrolling and maintaining time reporters and assigning default schedules.

Lesson 2: Enroll and Maintain Time Reporters

Lesson Summary Continued

All employees in Time and Labor agencies must be enrolled as time reporters so that their default time reporting template, workgroup, and taskgroup are setup before they report time on their timesheet.

Time Reporter data should be updated if the default workgroup or taskgroup changes. It should also be update if the employee transfers to a different agency or separates from service (terminates or retires).

The assigned schedule determines what hours and time reporting code default on an employee’s timesheet each pay period. When changing an employee’s schedule, the effective date should correspond to the first day of a pay period in which you want the change to take effect.

The “bridge” between SHARP and SMART enables agencies with projects and/or grants to show the labor costs alongside other costs for a project within the SMART Project Costing module.

In this lesson, I also touched on the basics of Labor Distribution. This completes Lesson 2.